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PART-IIA

GOVERNMENT OF MEGHALAYA

NOTIFICATIONS

The 13th September, 2017.

MEGHALAYA EMPLOYEES' STATE INSURANCE SOCIETY RULES AND REGULATIONS

No.LBG.3/2017/206.

1. SHORT TITLE

- 1.1 These Rules and Regulations shall be called the Rules and Regulations of the Meghalaya Employees' State Insurance Society, 2017.
- 1.2 These Rules shall come into force with effect from the date of registration of the Society by the Registrar of Societies.

2. DEFINITIONS

- 2.1 In the interpretation of these Rules and Regulations, the following expressions shall have the following meaning unless inconsistent with subject or context:

'Act' means Employees' State Insurance Act 1948 in terms of which Meghalaya Employees' State Insurance Society has been constituted and Societies Registration Act, 1860 under the provisions of which the same has been registered.

'ESIS' means the Meghalaya Employees' State Insurance Society.

'Corporation' means Employees' State Insurance Corporation, Ministry of Labour and Employment, Government of India set up under the Employees' State Insurance Act, 1948 which includes its Headquarters Office, New Delhi, Regional Office Meghalaya and Office of State Medical Commissioner Meghalaya.

'Central Government' means the Government of India.

'Governing Body' means the Governing Body of the Society.

'Chairman' means the Chairman of the Governing Body of the Society.

'Vice Chairperson' means Vice Chairperson of the Governing Body of the Society.

'Chief Executive Officer' means the C.E.O./Member Secretary or CEO-cum-Chairperson of the Governing Body and Executive Committee of the Society, as the case may be.

'Additional CEO' means Additional C.E.O. of the Governing Body of the Society.

'Member' means the Member of the Society.

'Member Secretary-cum Executive Director' means Member Secretary-cum Executive Director of the Executive Committee of the Society.

'Rules' means these Rules and Regulations registered along with the memorandum of Association and as may be amended by the Governing Body of the Society from time to time.

'Secretariat' means the Secretariat of the Society.

'State Government' means the Government of Meghalaya.

'Year' means the financial year.

3. **OFFICE**

3.1 Registered Office of the Society shall be situated in the premises of Directorate of ESI Scheme located at Lower Lachumiere, Shillong.

3.2 The Society shall be at liberty to establish one or more subordinate offices elsewhere in the State, if required.

4. **MEMBERSHIP**

4.1 The following shall be the members of the Governing Body as provided for in Para 5.1:

1.	Chief Secretary/Secretary (Health/Labour) Government of Meghalaya	Chairperson
2.	To be appointed by the State Govt. Govt. of Meghalaya	Vice Chairperson
3.	CEO/Member Secretary, Govt. of Meghalaya	SSMC (Senior State Medical Commissioner)/ SMC (State Medical Commissioner)
4.	Additional CEO, Meghalaya	Director/AMO (Administrative Medical Officer)
5.	Members	ESIC Nominee (1)
		Corporation members residing in the State/ Nominated by the ESIC
		Employers' Representatives (3) – To be appointed by the State Govt. from recognized Employer's association/federation.
		Employees' representative (3) – To be appointed by the State Govt. from Trade Unions affiliated to CTUOs
		Govt. of India nominees (2)
		Regional Director, ESIC (Meghalaya)

- 4.2 The membership of an ex-official member of the Society and of the Governing Body shall terminate when he/she ceases to hold the office by virtue of which he/she was member and his/her successor to the office shall become such member.
- 4.3 Non-official members of the Society will be nominated by the Corporation (ESIC) in consultation with Chairperson of the Governing Body. Nominated members shall hold office for a period of three years from the date of their nomination. Such members will be eligible for re-nomination for another period of 3 years.
- 4.4 The Society shall maintain a roll of members at its registered office and every member shall sign the roll and state therein his/her rank or occupation and address. No member shall be entitled to exercise rights and privileges of a member unless he/she have signed the roll as previously mentioned.
- 4.5 All members of the Governing Body shall cease to be members if they resign, become of unsound mind, become insolvent or be convicted of a criminal offence involving moral turpitude or removal from the post by virtue of which she/he was holding the membership.
- 4.6 Resignation of membership shall be tendered to the Governing Body in person to its Executive Secretary and shall not take effect until the Chairperson has accepted it on behalf of the Governing Body.
- 4.7 If a member of the Society changes his/her address, he/she shall notify his/her new address to the CEO in writing by letter/email who shall thereupon enter his/her new address in the roll of members.
- 4.8 Any vacancy in the Society or in the Governing Body shall be filled by the authority entitled to make such appointment.
- 4.9 No member of the Governing Body shall be entitled to any fixed remuneration.

5. AUTHORITIES OF THE MEGHALAYA EMPLOYEES' STATE INSURANCE SOCIETY

- 5.1 The following shall be the bodies and authorities of the Society:
- Governing Body
 - Executive Committee
 - Other bodies as may be prescribed by the Governing Body (**optional**).

52 GOVERNING BODY

- 5.2.1 All members of the Society as set out in para 4.1 shall constitute the Governing Body of the Society.
- 5.2.2 The term of Members representing recognized Employer's Association/federation and Trade Unions shall be for a period of 03 years commencing from the date of appointment. Vacancies of nominated members will be filled up immediately on expiry of the term of existing members. The Members, notwithstanding the expiry of said period of three years, will continue as members until the nomination of new members is made.
- 5.2.3 The members of the Governing Body of the Society shall be those mentioned in Clause 6 of the Memorandum of Association.
- 5.2.4 The Society shall be responsible for repair and maintenance of properties in the possession of the Society and entrusted/vested in the Governing Body.
- 5.2.5 The Society may sue or be sued in the name of the Member Secretary or Executive Director of the Society or of such other members as shall in reference to the matter concerned be appointed by the Governing Body for the occasion.

5.3 PROCEEDINGS OF THE GOVERNING BODY.

- 5.3.1 The meetings of the Governing Body shall be held at least once in every four months and at such time and place as the Chairperson shall decide. If the Chairperson receives a requisition for calling a meeting signed by one-third members of the Governing Body, the Chairperson shall call such a meeting as soon as may be reasonably possible and at such place as he/she may deem fit.
- 5.3.2 A meeting of the Governing Body shall be held not later than 15th June, September, December & March every year to deliberate/approve the agenda placed for the purpose.
- > The financial statement (Receipt & Payment A/c, Income & expenditure A/c and Balance sheet) for the year ending on 31st March shall be prepared by 31st May and present in Governing Body meeting before 15th June. The approved accounts shall be sent to C & AG for audit.
 - > The audited accounts along with audit report shall be placed before Governing Body meeting to be held before 15th December.
 - > The Budget estimates (RE) for current year and (BE) for next year and annual action plan shall be placed in Governing Body meeting to be held before 15th December.
 - > Other business brought forward with the permission of the Chairperson.
- The approved minutes of the meetings & along with the income & expenditure account and budget proposal shall be submitted to the ESIC by the prescribed date.
- 5.3.3 Every notice calling a meeting of the Governing Body shall state the date, time and place of such meeting will be held and shall be served upon every member of the Governing Body not less than ten clear days before the date fixed for the meeting. Such notice shall be under the hand of the Member Secretary and shall be accompanied by an agenda of the business to be placed before the meeting provided that accidental omission to give such notice to any member shall not invalidate any resolution passed at such meeting. In the event of any urgent business, the Chairperson may call the meeting of the Governing Body at clear seven days notice. At least a meeting in **three months** period should be held. However, if Governing Body or the Chairperson desires to hold more meetings for the reasons of society's better functioning or improvement, they may do so under intimation to all concerned.
- 5.3.4 The Chairperson shall take the Chair at the meetings of the Governing Body. In his/her absence, the Vice Chairperson will chair the meeting, failing which the Governing Body shall elect one from among the members present as Chairperson of the respective meeting for the delay.
- 5.3.5 One third of the members of the Governing Body, shall form a quorum for every meeting of the Governing Body.
- 5.3.6 All disputed questions at the meeting of the Governing Body shall be determined by votes. Each member of the Governing Body shall have one vote and in case of any equality of votes, the Chairperson shall have a right to cast the vote.
- 5.3.7 Any member desirous of moving any resolution at a meeting of the Governing Body shall give a notice thereof in writing to the Member Secretary at least ten clear days before the day of such meetings and seven days in case of urgent, meetings, respectively.
- 5.3.8 In the event of an urgent business, the Chairperson of the Society may take a decision on behalf of the Governing Body. Such a decision shall be reported to the Governing Body at its next meeting for reporting item ratification.
- 5.3.9 A copy of the minutes of the proceedings of each meeting shall be furnished to the Governing Body members as soon as possible after completion of the meeting.

5.4 POWERS OF THE GOVERNING BODY

5.4.1 The Governing Body will have full control of the affairs of the Society and will have authority to exercise and perform all the powers, acts and deeds of the Society consistent with the aims and objectives of the Society.

5.4.2 In particular and without prejudice to the generality of foregoing provision, the Government Body may:

- a) Make, amend, or repeal any byelaws relating to administration and management of the affairs of the Society subject to the observance of the provisions of contained in the ESI Act 1948 and the Societies Registration Act, 1860.
- b) Consider the annual budget and the annual action plan, its subsequent alternations placed before it by the CEO/Member Secretary from time to time and to pass it with such modifications as the Governing Body may think fit.
- c) Monitor the financial position of the Society in order to ensure smooth income flow and to review annual audited accounts.
- d) Accept donations and endowments with the approval of Governing Body.
- e) Delegate its powers to the Chairperson, CEO/Member Secretary or other authorities of the Society as it may deem fit.
- f) Appoint committees or sub-committees for such purpose and on such terms as it may deem fit, and to dissolve / remove any of them.
- g) Deploy staff presently working under the Directorate of ESI Scheme, Government of Meghalaya comprising Specialists, Doctors, Officers, Ministerial, Nursing, Para medical and other existing categories of employees for performing the functions of the Meghalaya Employees' State Insurance Society.
- h) May follow rules and regulations of the similar societies like NHM, DRDA etc. for recruitment, appointment and deputation of experts and administrative/technical staff.
- i) May follow ESIC guidelines and procurement procedures of goods and services.
- j) The society shall perform the functions as contained in para 5 of Memorandum of Association to achieve the objectives of the society in accordance with the provisions of the ESI Act 1948 and Rules & Regulations made there under.
- k) Authorize CEO/Member Secretary to execute such contracts on behalf of the Society as it may deem fit in the conduct of the business of the Society, subject to State Govt. norms.
- l) Do generally all such acts and things as may be necessary or incidental to carrying out the objectives of the Society or any of them. Provided that nothing herein contained shall authorize the Governing Body to do any act or to pass any bye-laws which may be repugnant to the provisions hereof, to the powers hereby conferred on the Governing Body and other authorities, or which may be inconsistent with the objectives of the Society.

5.5 POWERS AND FUNCTIONS OF THE CHAIRPERSON OF THE GOVERNING BODY

5.5.1 The Chairperson shall have the powers to call for and preside over all meetings of the Governing Body.

5.5.2 The Chairperson may himself/herself call, or by a requisition in writing signed by him/her, may require the CEO/Member Secretary to call, a meeting of the Governing Body at any time and on the receipt of such requisition, the CEO/Member Secretary shall forthwith call such a meeting.

5.5.3 The Chairperson shall enjoy such powers as may be delegated to him by the Governing Body.

5.5.4 The Chairperson shall have the authority to review periodically the work and progress of the Society and to order inquiries into the affairs of the Society and to pass orders on the recommendations of the reviewing or inquiry Committee.

5.5.5 Nothing in these Rules shall prevent the Chairperson from exercising any or all the powers of the Governing Body in case of emergencies in furtherance of the objects of the Society. However, the action taken by the Chairperson on such occasions shall be reported to the Governing Body subsequently for ratification.

5.6 **EXECUTIVE COMMITTEE**

(As provided for in Para 5.1)

5.6.1 The Governing Body will constitute an Executive Committee, which will be responsible for implementing the decisions of the Governing Body and will exercise all the powers specifically delegated to it by the Governing Body.

5.6.2 The composition of the Executive Committee shall be as follows:

Sl. No.	Name/Designation	Status in Executive Committee
1.	SSMC (Senior State Medical Commissioner)/SMC (State Medical Commissioner), Govt. of Meghalaya	CEO- <i>cum</i> Chairperson
2.	Director/AMO (Administrative Medical Officer), Govt. of Meghalaya	Member Secretary <i>cum</i> -Executive Director
		Director in-chief, Directorate of Health and Family Welfare of the State of Meghalaya.
		Employers' representatives (1) - To be nominated by the State Govt. from among the members of the Governing Body representing Employers.
		Employees' representatives (1) - To be nominated by the State Govt. from among the members of the Governing Body representing Employees.
		One member nominated by ESIC

5.6.3 The Executive Committee may co-opt additional members and/or invite subject experts to its meetings from time to time.

5.6.4 Meetings of the Executive Committee shall be convened by the Member Secretary' by giving clear seven days' notice in writing along with the Agenda specifying the business to be transacted, the date, time and venue of the meeting.

5.6.5 Meetings of the Executive Committee shall be held at least once in three months or more frequently as may be necessary.

5.6.6 The minutes of the Executive Committee meetings will be placed before the Governing Body at its next meeting.

5.6.7 The various Committees constituted by the Governing Body shall submit their reports to the Executive Committee who shall be empowered to take decisions on their recommendations with the approval of Governing Body.

- 5.6.8 In the event of Zonal Commissioners/Medical Commissioners posting by the ESIC; they would be standing invitees to all the meetings of society.

5.7 SOCIETY SECRETARIAT AND EXECUTIVE DIRECTOR

- 5.7.1 The Society will establish a Secretariat of the Society consisting of technical, financial and management professionals on a fixed tenure basis to serve as the implementation arm of the Society.
- 5.7.2 The Secretariat shall consist of all such technical/management units put together and as may be determined by the Governing Body with due regard to the scope of functions as set out in Article 5 of the Memorandum of Association.
- 5.7.3 The Executive Committee of the Society will have overall responsibility for planning and executing the work of the Society for supervising the work of the technical/management units of the Society directing and overseeing implementation of the society through the Secretariat.

5.8 POWERS AND FUNCTIONS OF THE SECRETARIAT

- 5.8.1 The Secretariat of the Society shall consist of the Chief Executive Officer and Staff of the Society, including experts and consultants hired on fixed tenure basis with the approval of Governing Body regarding their term and remuneration.
- 5.8.2 As the implementation arm of the Society, the Secretariat will be responsible for day-to-day management of the Society's activities. In particular, it will be responsible for performing all functions of the Society as set out in article 5 of the Memorandum of Association.
- 5.8.3 As a support structure for smooth delivery of medical benefits and management of medical establishments, the Secretariat shall:
- > cause its experts and staff to be subjected to such operational arrangements with the Society (including seating and reporting arrangements) as to generate synergies,
 - > host external experts within its premises, and
 - > Provide such logistic support to the officers and staff of the Society and as may be determined by the Governing Body.
- 5.8.4 Employees of the Society are on deemed deputation from the State Government and their Pension liabilities rests with the State government. Society does not recruit any employees on its rolls except on deputation/temporary contract/engagement, till assigned Work is completed. All employees of the Society will continue to be employees of the State Government of Meghalaya and will be governed by the State government Rules, and will accordingly be in receipt of salary and perks.
- 5.8.5 No employee will have right to claim to be an employee of ESIC directly or indirectly. No employee of the Society can be absorbed by the ESIC directly except through a suitable recruitment process.

6. FUNDS OF THE SOCIETY

- 6.1 The funds of the Society shall consist of the following:
- i. The funds from the Corporation (ESIC) shall be transferred as per prescribed ceiling and as revised from time to time to the Society through State Government (or) as may be decided by the State Government,
 - ii. Decision of ESIC to release the funds as per ceiling to the Society shall be final.
 - iii. Funds received from the State Govt./Any other source,
 - iv. Release of funds in a new financial year would be subject to deducting the unspent balance as on 31st March of the preceding financial year,
 - v. Every lump sum release of funds by ESIC meant for the Society may be passed on by the State Govt. in full.

7. BUDGET

Annual budget should be prepared on PIP (Programme Implementation Plan) model, within the ceiling prescribed. Revised budget estimate of the current year and proposed budget estimate for the following financial year as per the PIP, duly approved by the Governing body shall be submitted to the ESI Corporation not later than 10th December.

Expenditure of Capital or revenue nature, if any, proposed outside the laid down ceiling should be supported by full justification for its inclusion in the budget.

8. BANK ACCOUNT

8.1 The account of the Society shall be opened in a Public Sector Bank approved by the Executive Committee as may be specified by the ESI Corporation. All funds shall be paid into the Society's account with the appointed bank and shall not be withdrawn/dispensed except through a cheque, RTGS authorized by such authorities of the Society Secretariat as may be determined by the Executive Committee.

8.2 The Society shall switch over to e-banking procedures as per RBI Guidelines and when the ESI Corporation directs the Society to do so.

8.3 The Executive Committee shall authorize an Officer to operate the accounts of the Society in conjunction with another senior officer as may be decided by the Committee.

9. ACCOUNTS AND AUDIT

9.1 The Society shall cause regular accounts to be kept of all its monies, properties and matters of the Society.

9.2 The Executive Committee may maintain such Bank accounts in its name as may be necessary for operational management of the Society with the approval of Governing Body.

9.3 The Society shall maintain accounts in the mode manner and format as specified by ESIC by following Accrual System of Accounting.

9.4 The State Government shall facilitate the audit of the accounts of the Society annually by the Accountant General of State.

9.5 The Society shall submit a copy of the Audit Report along with its observations to the State Government as well as Corporation (ESIC).

10. ANNUAL REPORT

10.1 An annual report and the yearly accounts of the Society shall be placed before the Governing Body at next meeting for consideration and approval. A copy of the annual report and audited statement of accounts as finally approved by the Governing Body shall be forwarded within Six months of the closure of a financial year to the Chairperson of the Governing Body and ESI Corporation.

11. SUITS AND PROCEEDINGS

11.1 The Society may sue or be sued in the name of Society through its Chief Executive Officer.

11.2 No suit or proceedings shall abate by the reason of any vacancy or change in the holder of the office of the Chairperson or Executive Secretary or any office bearer authorized in this behalf.

11.3 Every decree or order against the Society in any suit or proceedings shall be executable against the property of the Society and not against the person or the property of the Chairperson, Executive Secretary or any office bearer of the Society.

11.4 Nothing in sub-rule 11.3 above shall exempt the Chairperson, Executive Secretary or office bearer of the Society from any criminal liability or entitle him/her to claim any contribution from the property of the Society in respect of any fine to be paid by him/her on conviction by a criminal court.

12. AMENDMENTS

12.1 The Society may alter or extend the purpose for which it is established and/or the Rules of the Society.

12.2 The proposition for any alteration or extension to the objectives of the Society and/or the Rules must be circulated to all members of the Governing Body and must be included in the written agenda of the ensuing meeting of the Governing Body or a special meeting of the Governing Body

- 12.3 No amendments shall be effective unless the proposals in this regard have been endorsed by 3/5th of the members of the Governing Body provided that such proposals have been endorsed in writing by the ESI Corporation either during the meeting of the Governing Body or through a written communication.

13. DISSOLUTION

- 13.1 The Governing Body may resolve to dissolve the Society by bringing a proposal to that effect in a special meeting to be convened for the purpose.
- 13.2 Upon the dissolution of the Society, all assets of the Society, after the settlement of all its debts and liabilities, shall stand reverted to the ESI Corporation for such purposes as it may deem fit.

14. MISCELLANEOUS

14.1 CONTRACTS

- 14.1.1 All contracts and other instruments for and on behalf of the Society shall be subject to the provisions of the ESI Act & Societies Registration Act, be expressed to be made in the name of the Society and shall be executed by the persons authorized by the Governing Body.
- 14.1.2 No contracts for the sale, purchase or supply of any goods and material shall be made for and on behalf of the Society with any member of the Society or his/her relative or firm in which such member or his/her relative is a partner or shareholder or any other partner or shareholder of a firm or a private company in which the said member is a partner or director.

14.2 COMMON SEAL

- 14.2.1 The Society shall have a common seal of such make and design as the Governing Body may approve.

14.3 COMPLIANCE OF STATUTORY REQUIREMENTS

- 14.3.1 The Society shall register itself with relevant government agencies for the purpose of complying with the statutory requirements including regulations governing deduction of tax at source relating to the staff, consultants and experts employed by it and/or consultancies / contracts awarded by it in the course of performance of its tasks.

14.4 ESI CORPORATION POWER TO REVIEW

- 14.4.1 Notwithstanding anything to the contrary contained in these Rules, the ESI Corporation, as the principal donor to the Society, may appoint one or more persons to review the work and progress of the Society and hold enquiries into the affairs thereof and report thereon, get the accounts of the society audited by the internal audit parties of the Finance and Accounts Division of the ESI Corporation and issue directions, as deemed appropriate, to the Society.
- 14.4.2 The Chairperson of the Governing Body shall have the right to nominate one or more persons to be part of the review / enquiries.
- 14.4.3 The progress review reports and/or enquiry reports shall be included in the written agenda of the ensuing meeting of the Governing Body.

We, the undersigned being three of the members of the Governing Body of the ESI Society, certify that the above is a correct copy of the Rules and Regulations of the said Society.

Sl. No.	Name and address	Signature
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1.

2.

3.

Dated : _____ / _____ /20 _____.

MEGHALAYA EMPLOYEES' STATE INSURANCE SOCIETY
BYE LAWS

A. Procurement Policy and Procedures

Procurement of goods and services shall be made out of the funds received from the ESI Corporation/State Government/any other source and shall be done as per the procedures recommended by the ESI Corporation.

In all other cases, including where the ESI Corporation allows the Society a choice, following order of preference shall be applied for procurement of goods and services:

Procurement of Goods:

- A. Rate contracts of the DGS & D, failing which,
- B. DG ESIC Drugs and Dressings Rate Contract.
- C. Rate contracts of Govt. of India/State Govt. Agencies failing which through Tender Procedure prescribed by the ESI Corporation.

Procurement of services:

Through prescribed purchase procedure of the ESI Corporation.

B. Procedure for release of funds and Financial Powers of the Office Bearers of the Governing/ Executive Committee

- I. Classification of Items of Expenditure and Financial powers of the bodies and office bearers of the Society

(For ensuring smooth flow of funds for the approved plans and activities, it is necessary that proper delegation of administrative and financial powers be made at each level).

Type of expenditure	Authority	Extent of power
A. Release of funds for implementation of plans/ allocations, which have been approved by Governing Body/Executive Committee.	Chief Executive Officer	
Expenditure proposals <u>not covered above</u>		
B-1: Procurement of goods	Chairperson, Executive Committee	
B-2: Repairs and minor civil works		
B-3: Procurement of services for specific tasks including outsourcing of support services for the Society.	Chief Executive Officer	
B-4: Hiring of contractual staff, including sanction of compensation package.	Chairperson, Executive Committee	
	Chief Executive Officer	
B-5: Miscellaneous items not mentioned above such as Hiring of taxis, hiring of auditors, payments relating to documentation and other day-to-day services, meetings and workshops, training, purchase of training material/books and magazines, payment of TA/DA and honoraria to resource persons and guest speakers invited to meetings/workshops, and payment of TA/DA allowances for contractual staff! and/or non-official invitees to Governing Body/ Executive Committee meetings and/or Government /Society staff deputed to meetings outside the State.	Chairperson, Executive Committee	
	Chief Executive Officer	

B-6 Any item not covered from B-1 to B-5 will be decided by the Governing Body as deemed fit.

II Procedure for release of funds

The Society funds shall be drawn through cheques and/or bank drafts/through RTGS/NEFT.

All cheques shall be signed by two authorized signatories of the Society Secretariat based on a written authorization from Executive Committee of the Society in this behalf.

Wherever releases are decided to be made through bank drafts and/or through e-banking, the authorization letter to the bank shall be signed by the concerned authorized signatories.

Wherever, under e-banking procedures, releases are to be made through electronic authorization to the bank to issue cheque/draft/account transfer on behalf of the Society, the electronic authorization will be executed by the same two authorized functionaries of the Society Secretariat who have been authorized to sign cheques on the basis of a written authorization in this behalf.

III Review/revision of financial powers

The Governing Body may review and revise the financial powers of the office bearers of the bodies of the Society on an annual basis and revise the same, if considered necessary.

C. Human Resources Policy and Procedures

MANPOWER

The Specialists, Doctors, Officers, Ministerial, Nursing, Para medical and other existing categories of staff of the Directorate of ESI Scheme will function under the control of the Meghalaya Employees' State Insurance Society. However, the said staff will continue to be employees of the State Government of Meghalaya and will accordingly be in receipt of salary through treasury of the State.

Recruitment and Appointment

Appointments for the Society can be made only against vacant posts prescribed for the Society in accordance with the conditions in this regard prescribed by the ESI Corporation.

Recruitment would be through any of the following three routes:

- Appointments from open market: all such appointments will be on contractual basis for a fixed tenure.
- Appointments on Deputation basis: all such appointments will be regulated in terms of the State Government rules relating to Deputation of its officers/staff.
- Individuals recruited and paid for by an outside agency (e.g. ESI Corporation) but posted to work within the Society Secretariat: all such persons shall be governed by the terms of employment of the organization agency concerned. However, they shall be required to report to the Chief Executive Officer as may be decided by the Chairperson, Executive Committee.

All appointments would be temporary and would be made for the contract / deputation period as determined by the Executive Committee.

Leave rules

Holidays, Casual Leave, Medical Leave: The Society staff and the full time consultants shall be governed by the State Government rules, in so far as observance of holidays and grant of casual/medical leave is concerned.

Training and capability development:

Full time consultants and staff of the Society (including staff on deputation) would be encouraged to take up skill development courses and even correspondence courses to further their employment prospects, enhance their skills, and build up Society capabilities.

Travelling/Dearness Allowance (TA/DA) Rules

Travel within State: Travel of Society staff (including those who are employed by the Society on deputation basis) within the State shall be governed as per the entitlements given in the table below.

	Chief Executive Officer	Senior Officers on deputation to the Society/Full time consultants	Junior/Clerical Staff
Entitlement for Air/Rail Travel	By Air (Economy Class)/1 st AC	2 nd AC/AC Chair Car	3 rd AC/AC Chair
Entitlement for road travel (1)	AC Taxi	Taxi	Bus/Shared Taxi
Per-diem when hotel is not used	Rs per day	Rs per day	Rs per day
Per-diem when hotel is used (3)	Rs.....per night*	Rs.....per night*	Rs.....per night*

***Maximum, subject to actual.**

Travel outside the State: Travel outside the State shall be regulated on a case to case basis in accordance with delegated financial powers as indicated in Section-B above (Financial Powers, item B-5).

Deduction of Tax at Source: Tax will be deducted at source as per income tax rules and the Society shall register itself with the relevant authorities in this regard.

M. S. RAO,
Principal Secretary to the Govt. of Meghalaya,
Labour Department.

The 16th October, 2017.

No.FOR.115/2007/451. - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Meghalaya is pleased to make the following rules to amend the Meghalaya Forest Service Rules, 1985 (hereinafter referred to as the Principal Rules), namely-

1. **Short title and commencement:-** (1) These rules may be called the Meghalaya Forest Service (Second Amendment) Rules, 2017.

(2) They shall come into force from the date of their notification in the Official Gazette.
2. **Amendment of Rule 6:** In rule 6 of the Meghalaya Forest Service Rules, 1985 (hereinafter referred to as the principal rules), for the existing sub-rule (2) of rule 6, the following shall be substituted, namely-

"(2)-The proportion of vacancies to be filled up in any year in accordance with clauses (a) and (b) above shall be in the ratio 50:50."
3. **Amendment of Schedule III** - The existing Schedule III appended to the principal rules shall be replaced by the new Schedule III, as per Annexure I, appended hereto.

A. MAWLONG,

Secretary to the Government of Meghalaya,
Forests & Environment Department.

ANNEXURE-1

SCHEDULE III
Rule 6 (1) and Rule 14 (3)

Sl. No.	Name of the Post	Method of recruitment with ratio of vacancies to be filled up by different methods	Educational Qualification, Physical Fitness, etc., required for Direct Recruitment	Persons eligible for consideration for promotion	Experience and qualification etc., required for promotion	Remarks
1	2	3	4	5	6	7
1	Assistant Conservator of Forest	(i) by direct recruitment on the result of the competitive examination conducted by the Commission.	ACADEMIC QUALIFICATIONS:- A candidate must hold a Bachelor's Degree in Natural Science, Mathematics, Statistics, Geology, Mechanical, Civil or Chemical Engineering or Agriculture from a recognized University or holds a Degree or Diploma in Forestry from a Forest College or holds equivalent foreign qualifications.	Forest Ranger	Must have rendered not less than five years of continuous service as Forest Ranger on the first day of the year in which the selection is made. In selecting candidates for promotion, weightage shall be given to the following: (a) Technical qualification and knowledge. (b) Tact, energy and intelligence. (c) Character and integrity, and (d) Previous record of service.	
		(ii) By promotion. The number of posts to be filled up in any year in accordance with (i) above shall be in the ratio 50:50.	Provided that in case of Graduates with pure Mathematics or Statistics, they will be eligible if they have either Biology, Physics or Chemistry in the Higher Secondary or Matriculation or equivalent examinations. Science Graduates with Economics and Mathematics will also be eligible. PHYSICAL FITNESS:- A candidate should possess the minimum Standard of Physical Fitness as prescribed below: Height - 1.6256 meters or 163 cms. (rounded) Chest - 0.7874 meters or 79 cms. (rounded) Expansion of at least 0.0508 meters or 5 cms. (rounded), and should undergo successfully a physical test consisting of a walk over 25 kms. to be covered in 4 hours to be arranged by the Forests & Environment Department in consultation with the Commission. A candidate must possess good mental and physical health and be free from any effect likely to interfere with efficient performance of his duties including outdoor duties and must produce a certificate to the effect from a Medical Board notified by the Government, as and when required.			